

SAVING THE RECORD



State Capitol, Harrisburg, ca. 1890s

MID-ATLANTIC REGIONAL
ARCHIVES CONFERENCE
FALL 1985 MEETING

OCTOBER 3rd - 5th

THE HARRISBURG MARRIOTT
HARRISBURG, PENNSYLVANIA

SAVING THE RECORD

Ask archivists what the toughest part of the job is and they'll unanimously respond, "appraisal!" Trying to decide which records warrant permanent preservation is the most intellectual, controversial and worrisome task faced by the profession as well as the area least defined in archival theory. The recently completed State Assessment Reports revealed that many historical repositories lack space and resources and that few are adding more than a handful of new collections annually. The historical records of the recent past and the future are clearly at risk as never before unless archivists can devote more time and energy to appraisal.

This MARAC conference, taking SAVING THE RECORD as its theme, will concentrate on new strategies for developing collections and will address a wide variety of modern material formats. The plenary speaker will describe and assess the Mellon Fellowship Program, an incubator for new ideas on the subject of appraisal. Several sessions will address the corollary to SAVING THE RECORD -- conservation for those materials now held by repositories. Pre-conference and concurrent workshops also will make basic archival training available to beginning and intermediate level archivists, manuscript curators and librarians.

PROGRAM COMMITTEE:

David Glenn, Academy of the New Church

Jacqueline A. Goggin, J. Franklin Jameson Papers, Library of Congress

Joan Gosnell, J.C. Penney Company

Peter Gottlieb, Historical Collections and Labor Archives, Pennsylvania State University

James Harwood, National Archives and Records Administration

Mary Anne Kenworthy, University Museum Archives, University of Pennsylvania

Nancy McCall, Alan Mason Chesney Medical Archives, Johns Hopkins Medical Institutions

Leon J. Stout, University Archives, Pennsylvania State University, chairperson

George Tselos, Center for History of Chemistry, University of Pennsylvania

THURSDAY, OCTOBER 3, 1985

10:00 a.m. - 5:00 p.m.

Starting An Archives: A Workshop

Birch

This all day introductory workshop, which is geared to those new to the profession or those who have recently assumed responsibility for an historical records program in their institution, will emphasize the structure, functions, and standards for establishing and maintaining an archival program. Topics covered will include: administration, collection development, processing, preservation, and public service. Pre-registration is required. Enrollment is limited to 20. Workshop fee is \$20.00.

Susan E. Davis, New York Public Library

Robert Sink, New York Public Library

11:00 a.m. - 3:00 p.m.

Pennsylvania Railroad Historical Records Project Steering Committee

Chestnut

12:00 p.m. - 5:00 p.m.

MARAC Registration/Information

Dogwood

1:00 p.m. - 5:00 p.m.

Identification & Preservation of Photographic Materials: A Workshop

Ash

This workshop will use slides and original materials in order to identify the major deterioration problems associated with historic photographic items. Daguerreotypes, tintypes, ambrotypes, salt prints, albumen prints, card photographs, and gelatin prints will be examined. Emphasis will be given to analyzing techniques for surveying collections and identifying proper storage strategies for photographic materials. Participants are encouraged to bring problem pieces from their collections. Pre-registration is required. Enrollment is limited to 25. Workshop fee is \$20.00.

Debbie Hess

Private Photographic Conservator

Wilmington, DE

1:00 p.m. - 4:30 p.m.

Repository Tours & Events

3:00 p.m. - 5:30 p.m.

MARAC Steering Committee

Chestnut

3:00 p.m. - 9:30 p.m.

Excursions to Hershey & Lancaster

9:00 p.m. - 11:00 p.m.

Hospitality Suite

FRIDAY, OCTOBER 4, 1985

7:45 a.m. - 4:30 p.m.

MARAC Registration

8:00 a.m. - 5:00 p.m.

Exhibits

8:45 a.m. - 9:15 a.m.

New Member Orientation

Birch

9:15 a.m. - 10:15 a.m.

Welcome

Ballroom

Larry E. Tise, Pennsylvania Historical and
Museum Commission

PLENARY SESSION

"Archives as Infrastructure: The Prospects for
Shaping the Historical Record"

Francis X. Blouin, Jr., Bentley Historical Library

Bruce Ambacher, Commentator

National Archives and Records Administration

10:15 a.m. - 10:30 a.m.

Break

10:30 a.m. - 12:00 noon

Concurrent Sessions

1 PLANNING ARCHIVAL FACILITIES: PROSPECTIVE AND RETROSPECTIVE VIEWS

Birch

This session will focus on the elements of planning design and occupancy. Speakers will discuss planning for a new facility, including design, lay-out of floor space, equipment, special facilities and relations with vendors, as well as review the process of occupying and adjusting to a new archival facility which one has helped to plan.

David Stephens, Chair/Commentator
Gilbert Associates, Inc., Reading, PA

Katherine Vogel, George Meany Memorial Archives

Albert Whitaker, Massachusetts State Archives

2 INTERNAL USERS OF ARCHIVES

Chestnut

What impact do internal users have upon an archives' management and operations? Archivists from three different types of institutions will discuss their efforts to serve the needs of the parent organization.

Cynthia Swank, Chair/Commentator
J. Walter Thompson Company

"Internal Users: A Service Approach"

N. Claudette John, Cigna Corporation

"Collectors, Information Providers, & the Internal Users: The University of Maryland, College Park Experience"

Lauren Brown, University of Maryland

"Archives at the Smithsonian: Unique Yet Inter-dependent"

Harry Heiss, Smithsonian Institution

3 AMISH GENEALOGIES: SOCIOLOGICAL SIGNIFICANCE AND BIO-MEDICAL IMPORTANCE

Dogwood

Family genealogies are of increasing value in sociological and bio-medical research. Since the Amish maintain meticulous genealogies and they remain socially self-contained, they represent an extremely valuable research cohort. For over twenty years researchers at Johns Hopkins and Temple Universities have been involved in pioneering studies that have evolved through the use of Pennsylvania Amish genealogies. This institutional research will serve as the basis of this session.

Victor A. McKusick, Chair/Commentator
Johns Hopkins University School of Medicine

"Epidemiological Study of Amish Genealogies in Lancaster County"

Muin Khoury, Johns Hopkins School of Hygiene & Public Health

"The Importance of Genealogy in Amish Society"
John Hostetler, Temple University

4 CONSERVATION: THE SURVEY AND BEYOND

Elm

A collection survey is the first step in planning a long-range preservation program. By establishing priorities, a phased conservation program for stabilizing a collection can be initiated. The speakers will discuss both stages of a preservation program: the survey and a work implementation plan.

Leslie Kopp, Chair
Conservation Consortium, New York City

Lois Price, Conservator
Conservation Center for Art and Historic Artifacts

Vanessa Brousard, Smithsonian Institution

5 ARRANGEMENT AND DESCRIPTION: AN INTRODUCTORY WORKSHOP

Ash

Focusing on basic archival theory and practice in the twin areas of arrangement and description, the session is open to those who currently bear responsibility for archival and

manuscript processing or supervisors who must administer a processing program but who have little or no previous training. The objectives are to offer an overview of basic principles and to discuss various aspects of these principles by working through actual examples. Enrollment is limited to 25. Pre-registration is required. No fee.

Karen D. Paul
U.S. Senate Historical Office

12:00 noon - 1:30 p.m. Luncheon
LUNCHEON ADDRESS

Ballroom

"The New History in the New Archives in the
Next Century"

Dr. Michael Barton
Pennsylvania State University, Capitol Campus

1:30 p.m. - 3:00 p.m.
Concurrent Sessions

6 MAINTENANCE OF MACHINE READABLE RECORDS AT THE COUNTY AND LOCAL LEVEL

Birch

This session deals with the rapid growth of computerized records-keeping systems in county and local government. The need for an archival and records management perspective during the creation of such systems is stressed as well as the difficulty of maintaining a permanent record in this imperfect, nonpermanent medium.

Karen Curtis, Chair/Commentator
Temple University

"Maintenance of Machine Readable Records:
Management Issues and Concerns"
James Fruscione, Department of State, New Jersey

"Applications on Review: The Need to Establish
Standards for the Permanent Retention of Computer-
ized Indexes and Dockets, The Montgomery County
(Pa.) Experience"
Raymond M. Seidel, Esq.

7 ARCHIVISTS AND RECORDS MANAGEMENT: A WIDENING SPHERE OF ACTIVITY?

Chestnut

Decades ago, archivists relinquished involvement in the emerging field of records management. This abstention, according to some observers, contributed to the ongoing problems in documentation policy at many institutions. Have archivists been more or less successful recently in cooperative efforts with records managers or in administering records management programs separately?

Richmond D. Williams, Chair/Commentator
Hagley Museum and Library

Marcy Goldstein, The Bell Laboratories Archives

Roy H. Tryon, Delaware State Archives

**8 TWO APPROACHES TO CATALOGUING
PICTURES ON VIDEO DISC:
A DIALOGUE**

Dogwood

This session will focus on video disc cataloguing projects. Discussing the varying approaches and evaluating the advantages and disadvantages of the respective methodologies, the speakers will demonstrate how video discs can improve access to collections:

Kathleen Collins, Chair/Commentator
Library of Congress

"The National Library of Medicine Video Disc Pilot Program"

Lucinda H. Keister, National Library of Medicine

"Library of Congress Optical Disk Pilot Program"

Helena Zinkham, Library of Congress

**9 DO GYPSY ARCHIVISTS HAVE MORE
FUN?**

Elm

The employment situation facing beginning archivists, especially those in short-term, grant-funded positions, can be discouraging. This session will increase professional awareness about the needs of beginning archivists for career development, job seeking skills, continuing education and mutual support networks. The speakers will include an archivist/educator familiar with the entry-level archivists' impact on the success of grant projects, and younger archivists commenting on the process of learning the ropes during the past few years

Judith Felsten, Chair/Commentator
New York State Archives

Erika T. Miller, Philadelphia, PA

Richard Noble, NHPRC

Frederick J. Stielow, University of Maryland

**10 PLANNING: AN INTRODUCTORY
WORKSHOP**

Ash

Archivists, curators and librarians need to plan for greater effectiveness regardless of the size of their work setting. This workshop will provide participants with an understanding of defining goals, establishing priorities, budgeting time and measuring achievements that can be

reported back to superiors or constituents in a meaningful way. Pre-registration is required. Enrollment limited to 20. No fee.

Thomas Wilsted
Salvation Army Archives

3:00 p.m. - 3:15 p.m.
Break

3:15 p.m. - 4:45 p.m.

MARAC State Caucus Meetings

Delaware	<i>Ash</i>	New York	<i>Salon C</i>
District of Columbia	<i>Birch</i>	Pennsylvania	<i>Elm</i>
Maryland	<i>Chestnut</i>	Virginia	<i>Fir</i>
New Jersey	<i>Dogwood</i>	West Virginia	<i>Hemlock</i>

3:30 p.m. - 4:30 p.m.
State Archives Tour

5:30 p.m. - 7:30 p.m.
Reception & Tour of State Capitol

9:00 p.m. - 12:00 midnight
Hospitality Suite

SATURDAY, OCTOBER 5, 1985

7:30 a.m. - 10:00 a.m.
Registration

8:00 a.m. - 9:30 a.m.
Breakfast and Business Meeting *Ballroom*

9:30 a.m. - 11:00 a.m.
Concurrent Sessions

11 FROM SURVEY TO SUCCESS: MANAGING RECORDS MANAGEMENT *Birch*

You've surveyed your institution's records and want to start a records management program, but what is the next step? This session will cover the basic elements involved in implementing such a program, point out some of the common pitfalls, and address the issue of micrographics and records management.

Jeanette Fausz, Chair/Commentator
Maryland Commission on Afro-American History & Culture

Patricia Butler, Colonial Williamsburg Foundation
Gregory S. Hunter, ITT Corporation

**12 HAVING A WONDERFUL TIME - WISH
YOU WERE HERE! APPRECIATING YOUR
POSTCARD COLLECTION**

Chestnut

Many historical institutions tend to treat accumulations of picture postcards in a haphazard fashion, but postcards can be arranged, studied and appreciated as a useful resource for local and regional history. Speakers will address the history of postcards; the issues separating personal and institutional collectors; and the process of organizing, preserving and accessing postcards by presenting a case study of one institution's collection.

Nancy Shedd, Chair/Commentator
Huntingdon County Historical Society, PA

Donald Brown, State Library of Pennsylvania

Linda Ries, Pennsylvania Historical & Museum
Commission

**13 APPRAISING THE RECORDS OF MODERN
MEDICINE, SCIENCE AND
TECHNOLOGY**

Dogwood

The dramatic increase in the volume of modern medical, scientific and technological records necessitates new approaches to appraisal. Archivists at MIT have published a guide for appraising modern scientific and technological records, while colleagues at Johns Hopkins have begun a complementary project to develop guidelines for the appraisal of modern medical records. This session will describe the projects and evaluate the criteria developed to deal with these voluminous institutional records.

Adele Lerner, Chair/Commentator
New York Hospital - Cornell Medical Center

"Appraising the Records of Modern Medicine"
Gerard Shorb, The Johns Hopkins Medical Institutions

"Appraisal of the Records of Modern Science and
Technology"
Joan Haas, Harvard Medical School

**14 ARCHIVISTS AND THE IRON HORSE: THE
PENNSYLVANIA RAILROAD RECORDS
APPRAISAL PROJECT**

Elm

This session will examine the records held by railroad corporations and the promises and pitfalls they represent for archivists. The two papers as well as the comments will focus on the records of the Pennsylvania Railroad and the current NHPRC-funded project to appraise them. The speakers will address the records issues connected with the appraisal process and the value of these records for railroad

history. The comments will assess the Pennsylvania Railroad records project in the context of large, modern records accumulations generally and the challenges archivists face in handling them.

Michael Bezilla, Chair
The Pennsylvania State University

Christopher Baer, Hagley Museum and Library

Robert L. Frey, Dean
Wilmington College (Ohio)

Greg Bradsher, Commentator
National Archives and Records Administration

15 BASIC CONSERVATION TECHNIQUES: AN INTRODUCTORY WORKSHOP

Ash

This workshop will use slides and demonstrations to introduce proper methods of basic work with documents. Flattening, cleaning, encapsulation, basic mending and simple deacidification will be discussed. An underlying theme will be to help participants recognize which techniques and problems might be best left to the professional conservator. No fee.

Staff of the Conservation Center for Art & Historic
Artifacts, Philadelphia

11:00 a.m. - 11:15 a.m.
Break

11:15 a.m. - 12:45 p.m.
Concurrent Sessions

16 URBAN ARCHIVES: MORE THAN MEETS THE EYE

Birch

This session will explore the many facets of urban archives. One presenter will focus on the services provided by a local government archives/records center. The other presenter will probe sources and ways to further document an urban area using both municipal public records and traditional private collections. The commentator will provide the perspective of a state government archivist charged with the responsibility of promoting the preservation of municipal records of historical value.

Frank Suran, Chair/Commentator
Pennsylvania Historical & Museum Commission

Barbara J. Niss, Associate Archivist
LaGuardia Community College

Robert W. Arnold, III, Director of Public Records
City of Albany, NY

17 INFORMATION MANAGEMENT AND THE SMALL REPOSITORY

Chestnut

This session will address several aspects of effective information management from the perspective of the smaller archival setting. Speakers will present some of the challenges and rewards involved in developing a clear, comprehensive history of the organization one serves, initiating a records program, and using automation in managing collections.

David B. Glenn, Chair/Commentator
Academy of the New Church

Russell Gasero
Reformed Church in America

Judith Johnson
Salvation Army Archives

Sue McKinney
Balch Institute for Ethnic Studies

18 DESCRIPTION: WHERE IS THE COMPUTER TAKING US?

Dogwood

The advent of the MARC Format for archives and manuscripts and the rise of microcomputers may revolutionize archival arrangement and description. Some changes in theory, procedures, job patterns, and the archivist-researcher interaction may be dramatic. This panel will discuss the implications of automated description for both the user and the archivist.

Leon J. Stout, Moderator
Pennsylvania State University

Kathleen Roe, New York State Archives

Thomas E. Weir, Jr., National Archives and Records
Administration

Steven Hensen, Library of Congress

19 RAISING ARCHIVAL CONSCIOUSNESS IN THE PROFESSIONS

Elm

This session focuses on efforts of archivists to increase historical consciousness among scientific and medical professionals. Speakers will discuss methods of heightening appreciation of the need for, and uses of, historical documentation.

Michael T. Stieber, Chair/Commentator
Carnegie Mellon University

Bernice Lemley, American College of Physicians

Colleen Wickey, University of Pennsylvania

20 MANAGEMENT FOR THOSE WHO NEVER THOUGHT THEY WOULD BE MANAGERS

Ash

In this workshop, designed to explore the various facets of the managerial position, consideration will be given to the "human side" as well as the "technical side" of the job. Major topics will include the management function, effective interpersonal communications, delegation of responsibility, and performance standards and appraisal -- all from an archival viewpoint. This session will provide a good introduction for new managers and an excellent review for experienced ones. Since group participation is a key element of this workshop, registration is limited to 20 people. Pre-registration is required. No fee.

Patricia Doyal
St. John's University

LOCAL ARRANGEMENTS COMMITTEE:

Roland M. Baumann, chairperson
Pennsylvania Historical and Museum Commission

Charlotte Brown, Franklin & Marshall College

• Robert Coley, Millersville University of Pennsylvania

Rebecca Hudson, Historical Society of York County

Diane Windham Shaw, Lafayette College

Martha Slotten, Dickinson College

Diane Smith Wallace, deputy chairperson
Pennsylvania Historical and Museum Commission